

COMMERCIAL/INDUSTRIAL PROJECT APPLICATION FORM

ENERGY CONSERVATION PROJECTS

Name _____ Address _____

City _____ Zip _____ Telephone _____

Estimated Total Cost _____ Amount of Loan Requested _____

Estimated Startup Date _____ Estimated Completion Date _____

SECTION I - DESCRIBE THE ENERGY CONSERVATION/RENEWABLE RESOURCE PROJECT:

Provide description adequate to determine technical and economic feasibility of project. No specific format is required. **Describe existing conditions, proposed improvements, and the itemized costs of improvements. Include bids or estimates. Provide square footage of building and use of structure.** For **heating system improvements**, provide fuel type and age of existing system, along with one year's data of heating costs; describe the new system including the efficiency. For **windows and doors**, list square footage to be changed, age and type of heating system, existing conditions, e.g. single-pane windows, hollow-core doors, etc. and describe the improvements, e.g. double-pane windows, low-E glass, solid doors, etc. For **insulation**, provide amount or R value of existing insulation, square footage to be changed by area, e.g. ceiling, floor, walls, and the new R value or inches and type of insulation, e.g. batts, blown-in, to be installed. For **building commissioning** projects, refer to separate sheet of guidelines. For **other projects**, provide as much detail as possible. Include drawings and diagrams as necessary. Where appropriate give brand names of equipment. For **geothermal projects**, provide legal descriptions. Be prepared to provide additional information if requested by review staff. Please continue description on additional paper, if necessary. **NOTE:** Major commercial/industrial projects may require formal engineering studies.

[illegible]

PROJECTS MUST COMPLY WITH APPLICABLE FEDERAL REGULATIONS, AND STATE, COUNTY OR MUNICIPAL HEALTH, BUILDING, HOUSING, FIRE PREVENTION, AND HOUSING MAINTENANCE CODES.

COMPLETE SECTION II ON THE OTHER SIDE REGARDING FINANCIAL ARRANGEMENTS.

SECTION II - FILL OUT COMPLETELY.

Applicant's legal name _____
Last Middle First Social Security Number

Spouse (If applicable) _____
Last Middle First Social Security Number

Owner of property where project is located _____
(Attach lease agreement)

Place(s) of applicant's employment _____

If less than one year, previous employment _____

Have you used any other name? Yes _____ No _____

If yes _____
Last Middle First When

If less than one year at current residence, prior residence

Street City State Zip How Long?

The following institutions are providing financial services for the loan program. Please indicate which institution you wish to handle the financial (credit check and payments) arrangements.

INSTITUTION

- | | |
|--|---|
| <input type="checkbox"/> Bank CDA | Bonner, Kootenai and Shoshone Counties |
| <input type="checkbox"/> Wells Fargo Bank | Statewide |
| <input type="checkbox"/> D. L. Evans Bank | Boise, Treasure Valley Area |
| | Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls Counties |
| <input type="checkbox"/> The Idaho Company | Boise |

I hereby certify the information contained in this application is correct to the best of my knowledge.

Signature _____ Date _____

Return to: Idaho Department of Water Resources
Energy Division
P.O. Box 83720
Attention: Renee Arellanes
Boise, ID 83720-0098

COMMERCIAL/INDUSTRIAL SECTORS
CRITERIA FOR TECHNICAL AND ECONOMIC FEASIBILITY REVIEW
BY THE DEPARTMENT OF WATER RESOURCES

TO BE ELIGIBLE, PROJECTS MUST:

1. Be conducted within the state of Idaho.
2. Be consistent with the State Energy Plan.
3. Demonstrate the ability to conserve energy through efficient energy use or the utilization of renewable energy resources which results in energy savings based upon a net reduction or displacement of non-renewable resources.
4. Utilize existing, reliable technologies.
5. Meet federal and state air and water quality standards.
6. Show a simple payback period of 10 years or less for the total cost of the project based on estimated annual energy savings. This may be subject to waiver in unusual circumstances.

PROJECTS MAY:

1. Be for existing structures.
2. Include energy-efficient lighting systems (luminaires), occupancy/daylight sensors, and building commissioning in new construction. No other measures are eligible for new construction. (Exception: The use of renewable resources in new construction may be eligible, depending on the project. A separate criteria sheet which discusses renewable resource projects is available upon request.)
3. Not utilize program funds to take advantage of an interest rate lower than one on an existing permanent loan (no refinancing) nor pay for measures already in progress or completed.

ADDITIONAL LOAN CRITERIA INCLUDE:

1. The loan minimum amount is \$1,000.
2. The maximum loan amount is \$100,000.
3. Interest rate on loans is 4%.
4. The applicant must complete the loan application process and begin installation of energy conservation measures or renewable resource projects within 90 days and for building commissioning within one year following approval of project by the Department. Failure to do this will result in revocation of the loan and require submission of a new application to the Department.
5. Repayment of the loan is 5 years or less.
6. Water rights information must be provided for ascertaining legal compliance with water rights requirements, where applicable.
7. Applicants must be the direct user/benefitter of projects funded by this program. Projects which are energy-for-sale or energy-commodity-for-sale projects are not eligible.
8. Changing of fuel sources only if the change results in an increased Btu efficiency, with the exception of the use of renewable resources, which includes solar energy, wind power, water power, geothermal energy and biomass resources. Conversion to the use of a renewable resource is excluded from the requirement of showing an increase in Btu efficiency.

LOAN APPLICATION PROCESS

1. Complete and return application form to the Department of Water Resources, P.O. Box 83720, Boise ID 83720-0098, for initial review.
2. Department staff will review the project for economic and technical feasibility. Applicants whose projects do not meet program criteria will be notified in writing of the Department's decision. The Department will refer applicants whose projects are approved to the financial institution selected by the applicant for credit checks.
3. The financial institution will notify the applicant and the Department whether credit was approved or denied.
4. Invoices for completed projects totaling \$10,000 or more must be submitted to the Department. The installed project (invoice) must match the application project (bid) before funds will be disbursed.
5. The financial institution will contact the applicant to sign the loan documents.
6. All loans will be secured with collateral. In most cases a UCC-1 fixture filing will be used. In some cases, a deed of trust (second mortgage) may be used. Additional collateral may be required to secure the loan.
7. The Department **will not** subordinate its lien position to any creditor.
8. The Department will disburse funds through the financial institution.

NOTE: Request a conservation project application form for new or existing building improvements' projects. Request a renewable resource application form if proposing a renewable resource project.

OTHER CHANGES MAY OCCUR AS NECESSARY.

Revised and effective June 19, 2000.